

Create Interactive Lessons with PowerPoint

Use available classroom technologies to create dynamic, interactive PowerPoint presentations. Add Action Buttons, Hidden Slides, Sounds and Assessments to create Interactive Lessons that are self paced, student controlled and individualized. These lessons are designed for repetitive instruction, corrective instruction, additional practice, or enrichment activities. PowerPoint's options and features make it a powerful tool for an interactive lesson that can then be copied many times for the classroom, computer lab, or home computers. The interactive lesson has many practical applications for science lab instructions, math concepts or any content rich subject. Also use your interactive presentation to quiz students or have students create their own quizzes.

Action buttons are the key to creating interactive PowerPoint presentations.

To add Action buttons to a presentation:

You can easily make a PowerPoint presentation interactive by adding Action Buttons.



1. On the **Insert** tab, in the **Illustrations** group, click **Shapes**, and then under **Action Buttons**, click the button that you want to add.
2. Click a location on the slide, and then drag to draw the shape for the button.
3. In the **Action Settings** dialog box, do one of the following:
 - a. To choose the behavior of the action button when you click it in Slide Show view, click the **Mouse Click** tab.
 - b. To choose the behavior of the action button when you move the pointer over it in Slide Show view, click the **Mouse Over** tab.
4. To choose the action that will take place when you click or move the pointer over the action button, do one of the following:
 - a. To create a hyperlink, click **Hyperlink to**, and then select the destination (for example, the next slide, the previous slide, the last slide, or another PowerPoint presentation) that you want the hyperlink action to go to.
 - b. If you want the shape that you chose as an action button to perform an action, click **Object action**, and then select the action that you want it to perform.
 - c. To play a sound, select the **Play sound** check box, and then select the sound that you want to play.
5. Click **OK**.

Add a picture or clip art and assign an action

1. On the **Insert** tab, in the **Illustrations** group, do one of the following:
 - a. Click **Picture**, and then in the **Insert Picture** dialog box, locate the picture that you want to add, and then click **Insert**.

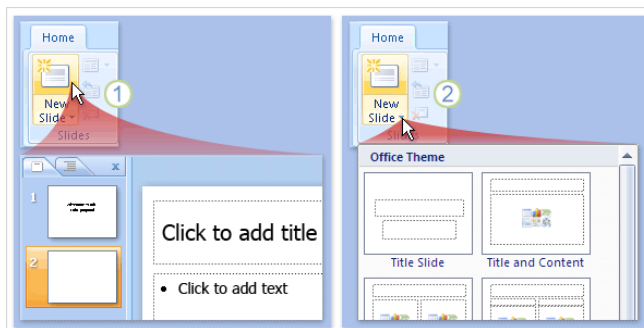
- b. Click **Clip Art**, and then in the **Clip Art** pane, locate and then click the picture that you want to add.
2. Click the picture or clip art that you added, and then on the **Insert** tab, in the **Links** group, click **Action**.
3. In the **Action Settings** dialog box, do one of the following:
 - a. To choose the behavior of the picture or clip art when you click it in Slide Show view, click the **Mouse Click** tab.
 - b. To choose the behavior of the picture or clip art when you move the pointer over it in Slide Show view, click the **Mouse Over** tab.
4. To choose the action that will take place when you click or move the pointer over the picture or clip art, do one of the following:
 - a. To use the shape without a corresponding action, click **None**.
 - b. To create a hyperlink, click **Hyperlink to**, and then select the destination (for example, the next slide, the previous slide, the last slide, or another PowerPoint presentation) that you want the hyperlink action to go to.
 - c. If you want the picture or clip art to perform an action other than what is listed, click **Object action**, and then select the action that you want it to perform.
 - d. To play a sound, select the **Play sound** check box, and then select the sound that you want to play.

Note You can assign an action to the text inside the shapes of a SmartArt graphic, but not to the SmartArt shapes themselves.

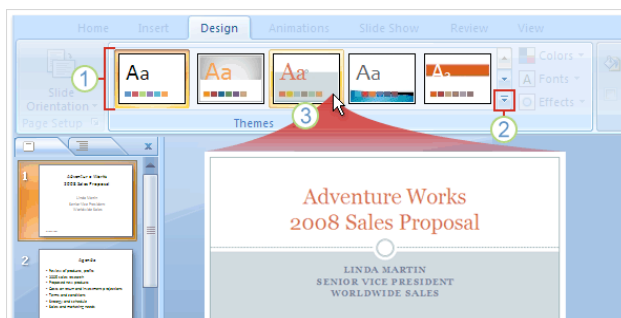


From the beginning

Creating a new presentation



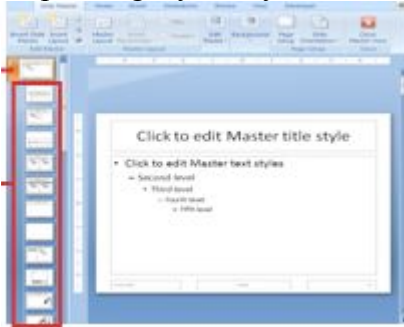
1. Click **New Slide**, on the **Home** tab, as the picture shows. There are two ways to use this button.



1. Use the default layout and find and apply a theme, click the **Design** tab on the Ribbon. Point to any theme thumbnail, a preview of it is shown on the slide. Click a thumbnail to apply that theme to all your slides.
2. Click in the textbox that states “**Click to add title**” and type **your lesson’s title**
3. Click in the textbox that states “**Click to add subtitle**” and type **your name**

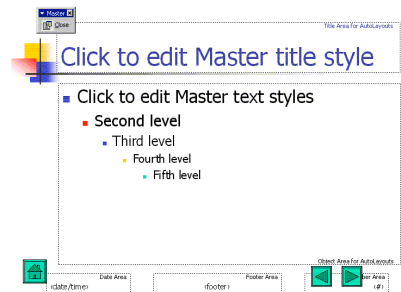
Master Slide


This slide will save time because you don't have to add the same information on more than one slide. Because slide masters affect the look of your entire presentation, when you create and edit a slide master or corresponding layouts, you work in Slide Master View.



1. Click the **View** tab, in the **Presentation Views** group, click **Slide Master**.
2. On the **Insert** tab, in the **Illustrations** group, click **Shapes**, and then under **Action Buttons**, click the **Forward or Next** button.
3. Move the cursor to the **bottom right-hand edge** of the slide
4. Click and drag to **draw** the button and click on **OK**
5. Follow steps 2-4, except choose the **Previous** button and place it to the **left** of the Next button
6. Follow steps 2-4, except choose the **Home** button and place it in the **lower left-hand corner** of the screen

Your screen should appear as follows:



7. **Close the Master Slide view** by clicking on the **Close Master View** tool on the Slide Master tab
8. Click the **Microsoft Office Button** , and then click **Save**. Save the presentation as **your lesson’s title**.




Add Action Buttons to a Slide

Use this method should you want to add action buttons individually.

1. On the **Insert** tab, in the **Illustrations** group, click **Shapes**, and then under **Action Buttons**, click the **Desired** button
2. Move the cursor to the **bottom right-hand corner** of the screen
3. Click and drag the mouse to **draw the button**
4. Link to the appropriate location and click on **OK**
5. **Save** your presentation

Create a Question Slide

1. Click on the **New Slide** tool, from the Home tab.
2. Click in the **Title** and type **Question 1**
3. Click in the **Text**
4. Click on the **Bulleted List** tool  to turn it **off**
5. Type: **your first question**
6. Press **Enter**
7. Click on the **Bulleted List** tool to turn it back **on**
8. Type: **Answer 1, an incorrect answer**, and press **Enter**
9. Type: **Answer 2, the correct answer**, and press **Enter**
10. Type: **Answer 3, an incorrect answer**.
11. **Save** the presentation
12. Follow Steps 1-11 to add as many question slides as needed.

Create the Correct and Incorrect Answer Slide

1. Click on the **New Slide** tool
2. On the **Home** tab, in the **Slides** group, click **Layout**, and then select **Title Only** as the layout.
3. Click in the title area and type: **Correct Answer!!!**
4. On the **Insert** tab, in the **Illustrations** group, click **Shapes**, and then under **Action Buttons**, click the **“Return”** button.
5. Leave the **Hyperlink to** setting at **Last Slide Viewed** and click on **OK**
6. Follow Steps 1-5 to create the Incorrect Answer slide. In the title area, type **Incorrect Answer, Please Try Again**
7. **Save** the presentation

Add Action Buttons to the Question Slide

1. In the **Slides pane**, click on the second slide, **slide 2**, to display it
2. On the **Insert** tab, in the **Illustrations** group, click **Shapes**, and then under **Action Buttons**, click the **“Custom”** button.
3. Draw a box **over the first bullet point**
4. Click on **Hyperlink to**
5. Click on the drop down arrow and choose **Slide...**
6. Choose the **Incorrect Answer slide** and click on **OK**
7. Click on **OK** again.
8. Click on the new button to **select** it
9. Click on the **Copy** tool to copy it
10. Click on the **Paste** tool **twice**
11. **Move** the buttons **over the bullet points**
12. **Right-click** on the button next to **Correct Answer** and choose **Edit Hyperlink**

13. Click on the drop down arrow under **Hyperlink to** and choose **Slide...** and then the **Correct Answer**. Click on **OK** and then **OK** again.
14. **Save** the presentation
15. Place these buttons on the rest of the Question slides in your presentation either by following the steps above or using Copy and Paste.
16. Don't forget to **save** your presentation.

Turn off advance on mouse click

1. Click the **Animation** tab, in the **Advance Slide** group uncheck the **On Mouse Click** option
2. Click on the **Apply To All Slides** button
3. **Save** the presentation, now the user is forced to use your action buttons to move through the presentation.

Preview

Check out your handy work


1. Click on the **Slide Show** tab, click **From Beginning**, or on the PC, press the F5 function key.
2. Test the buttons in your presentation
3. Press the Esc key to quit the show

Note

To avoid confusion, cover the Next button on the last information slide or question slide with an **End Show** button.

Save in Slide Show View

To make your interactive PowerPoint presentation easier to use, save it so that it opens directly in Slide Show View.

1. Click the **Microsoft Office Button** , and then click **Save As**, in the slide out window choose **PowerPoint Show**

Interact with the Presentation

1. **Exit** from PowerPoint
2. Navigate to your PowerPoint Show and **double-click** on it
3. Press the **Esc** key on your keyboard to end the show at any time.